



## About

### What is Workday?

Workday is a human resource, benefit and payroll application with a modern, intuitive interface that supports employees and managers in a wide variety of ways.

- As an employee, you can access this one-stop University HR / Payroll/Time and Attendance system to view and update an assortment of employee personal information, such as contact information, benefit elections, pay slips, tax information, time worked (for hourly employees) and time off. You can also use Workday to explore career opportunities, as well as exchange feedback and partner with your supervisor to establish performance goals.
- In addition, as a manager, you can access workforce planning reports, approve time-off, and, view essential organizational and cost center data.

### How do I access Workday?

On the homepage of the HR website, click on the Workday button or you can go directly to the Workday page at <https://hr.cornell.edu/workday>. You can access Workday 24/7 via a web browser anywhere there is a secure internet connection. Workday is also mobile friendly, with many of the features available on your smartphone and/or tablets.

### What are the technical requirements to operate Workday?

Workday is supported on Internet Explorer, Firefox, Chrome, and Safari. Contact the Workday Helpdesk at [hrpayrollsupport@cornell.edu](mailto:hrpayrollsupport@cornell.edu) if you need further details on version requirements.

### Who is using Workday?

Workday is utilized by staff, managers, students and faculty across all colleges and units at Cornell. Student data will be limited to employment data as PeopleSoft will remain the system of record for all other student data.

### How do I learn how to use Workday?

Although most processes in Workday are fairly intuitive, if you need additional help, we have quick reference guides for most of tasks. Please visit [this page](#) (For Employee & Manager dropdown) for more information.

~~If you have questions or concerns about your information, please contact your local Human Resource Representative for~~ further guidance. If you are not sure who your representative is, you may [click here](#) to see local Workday contacts.